



VACANT POSTS

Zanzibar University invites job applications from suitably qualified and competent Tanzanians to fill the following posts:

I. **PLANNING OFFICER (1 Post)**

Qualifications

- (a) An applicant must possess at least Master of Planning, Economics, Statistics or other related field;
- (b) Good command of written and spoken English language and knowledge of computer skills;
- (c) Working experience of at least three years in the same field in higher learning Institution or large/reputable public/private organisations;
- (d) Good command of Arabic language will be an added advantage.

Duties and Responsibilities

1. Providing Technical expert on University plans, programmes and projects;
2. Assisting DVC Administration in preparing short term plans and ensuring resources allocation;
3. Co-coordinating and controlling plans as well as effective and efficient utilization of human resources;
4. Co-coordinating Preparation of project write ups;
5. Planning developments of various structures at University Campus e.g Halls of residence, staff housing, offices, roads, etc;

II. **FEMALE MEDICAL OFFICER (1 Post)**

Qualifications

- (a) An applicant must possess at least a Degree in Medicine or other related field;

- (b) Good command of written and spoken English language and knowledge of computer skills;
- (c) Working experience of at least three years in the same field in higher learning Institution or large/reputable public/private organisations;
- (d) Good command of Arabic language will be an added advantage.

Duties and responsibilities.

1. Carefully diagnosing health problems of patients;
2. Prescribing proper medicines and drugs to patients;
3. Providing preventive and curative measures to students, employees and their families and the surrounding community against all kinds of infections;
4. Attending emergency cases at night times and during off days;
5. Assisting Doctor in charge to ensure the smooth running of University clinic; an
6. Performing any other duties as assigned by relevant authority

III. HUMAN RESOURCE OFFICER (1 Post)

Qualifications

- (a) Holder of a Masters Degree in Human Resource Management, Public Administration, Sociology, Law or any other relevant field;
- (b) Good command of written and spoken English language and knowledge of computer skills;
- (c) Working experience of at least three years in the same field in higher learning Institution or large/reputable public/private organisations;
- (d) Good command of Arabic language will be an added advantage.

Duties and responsibilities

1. Assisting DVC Administration in developing and reviewing Scheme of Service, salary structure, staff regulations and conditions of service and incentive packages;
2. Carrying out the administration of salaries, remunerations and other personal emolument;

3. Ensuring staff compliance to staff rules and regulations; and code of ethics;
4. Recommending disciplinary action for administrative and academic staff;
5. Preparing the employment contracts for the new and renewing employees;
6. Maintaining staff records and staff database.

IV. PUBLIC RELATIONS OFFICER (1 Post)

Qualifications

- (a) Holder a Masters Degree in Journalism or Mass communication or Public relations other related field;
- (b) Good command of written and spoken English language and knowledge of computer skills;
- (c) Working experience of at least three years in the same field in higher learning Institution or large/reputable public/private organisations;
- (d) Good command of Arabic language will be an added advantage.

Duties and responsibilities

1. To proper conduct of all Public Relations activities which are geared towards the attainment of the Institution's short and long term objective.
2. To analyze public complaints, criticism and enquiries with a view to improving and promoting the institution public image by suggesting to management on the appropriate remedial actions.
3. To planning and editing the institution's public relations publications.
4. To undertaking advertising activities in the press.

SALARY AND OTHER BENEFITS

The University will offer a good salary and other benefits to any successful candidate.

MODE OF APPLICATION

Applicants are required to submit typed application letters with detailed CVs and copies of relevant documents to support their applications. They should also indicate their current postal addresses, e-mails and telephone numbers.

Applications should be addressed to:

The Vice Chancellor,
Zanzibar University
P.O.BOX 2440 Zanzibar, OR

The following e-mails:
zanvarsity@yahoo.co.uk or
info@zanvarsity.ac.tz

Deadline for receiving application letters is 24th August, 2021. Only the shortlisted applicants will be notified.